

# 1. INTRODUCTION AND GENERAL INFORMATION

## 1.1 Introduction:

1.1.1 This document constitutes a request for competitive, sealed bids for the Missouri Preschool Project.

1.1.2 Organization - This packet, referred to as an Invitation for Bid (IFB), is divided into the following parts:

### IFB Program Guidelines:

1. [Introduction and General Information](#)
2. [Requirements for New Services or Expansion of Existing Programs \(only\)](#)
3. [Requirements for Professional Development \(only\)](#)
4. [Financial Requirements](#)
5. [Invoicing and Payment Requirements](#)
6. [Other Contractual Requirements](#)
7. [Bid Submission](#)
8. [DESE, Early Childhood Key Terminology and Acronyms](#)
9. [Terms and Conditions](#)

### Attachments

- A. [Pre-Bid Conference Directions](#)
- B. [Early Childhood Teacher Education Programs in Missouri](#)
- C. [Funding Categories](#)
- D. [Basic Materials and Supplies List](#)

### Invitation for Bid:

- [New and Expanding Programs](#)
- [Professional Development](#)

### Additional Links

- [NAEYC Accreditation](#)
- [Missouri Accreditation Information](#)
- [Child Care Resource and Referral](#)
- [Licensing and Inspection of Child Care Facilities in Missouri](#)
- [Project Construct National Center](#)
- [High Scope](#)
- [Creative Curriculum](#)

## 1.2 Pre-Bid Conference:

1.2.1 A pre-bid conference regarding this IFB will be held on April 29, 2004 at 9:00 a.m. at the Lenoir Community Center, Columbia MO. Please see **Attachment A** for driving directions.

1.2.2 All potential contractors are encouraged to attend this conference in order to ask questions and provide comments on the IFB since information relating to this IFB will be discussed in detail. Contractors should bring a copy of the IFB since it will be used as the agenda for the pre-bid conference.

1.2.3 Contractors are strongly encouraged to advise the Department of Elementary & Secondary Education (DESE) within five (5) working days of the scheduled pre-bid conference of any special accommodations needed for disabled personnel who will be attending the conference so that these accommodations can be made.

### 1.3 Background Information:

- 1.3.1 The Early Childhood Development Education and Care Fund, pursuant to section 313.835, was created to give parents meaningful choices and assistance in choosing the child care and education arrangements that are appropriate for their family. “The fund shall be used to support programs that prepare children prior to the age in which they are eligible to enroll in kindergarten, pursuant to section 160.053, RSMo, to enter school ready to learn. All moneys deposited in the early childhood development, education, and care fund shall be annually appropriated for voluntary, early childhood development, education and care programs.....” The Department of Elementary and Secondary Education has designated their portion of the fund to promote high quality early care and education programs for children ages three and four. MPP funds will be provided to programs through a competitive Invitation for Bid (IFB) process.
- 1.3.2 This is an Invitation for Bid (IFB) for projects that will result in high quality accredited early care and education programs for children age three or four, before August 1, of the program year.

Bids must be identified as one of the following:

1. **New services:** Implementing a new program to serve age eligible children in a site where no such service is presently being operated. **A minimum number of ten (10) age eligible children per classroom must be served.** A half-day program must serve a minimum of ten (10) children in the morning session and ten (10) children in the afternoon session. The program must be new to the community.
  2. **Expansion of existing programs:** Expanding an existing program to serve additional age eligible children than are presently being served or expand the hours from a half-day program to a full-day program or a two/three day a week program to a five day a week program. Minimum number of increase is **ten (10) age eligible children per classroom.** MPP funds may be used only for expenditures incurred because of the expansion, **NOT** for existing preschool program expenditures. Preschool programs must increase current license capacity to accommodate the additional children to be served.
  3. **Professional Development:** Enhancing quality of the preschool program by working toward achieving accreditation, implementing a research-based curriculum model, and/or providing ongoing professional development. MPP funds may be used only for the expenditures related to the professional development of the preschool teachers.
- 1.3.3 Although an attempt has been made to provide accurate and up-to-date information, DESE does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this IFB.

## 2. REQUIREMENTS FOR NEW SERVICES OR EXPANSION OF EXISTING PROGRAMS

### 2.1 Contractual Requirements:

- 2.1.1 Bids may be submitted by a governmental, public school district or private agency such as a private preschool, Head Start, YMCA, United Way, or other licensed programs. ***According to the state constitution, Article 9, Section 8, religious entities are not eligible to apply to DESE for funds.***
- 2.1.2 All contractors, governmental, public school districts and private agencies, should be in operation, with children, by October 1, 2004 but must be in operation no later than December 15, 2004 as either a Group Child Care Home or a Child Care Center. There will be **NO** extensions.
- 2.1.3 All contractors, governmental, public school districts and private agencies, applying must have the appropriate **child care license** granted from the Missouri Department of Health and Senior Services (DOHSS), Bureau of Child Care **before** the first day of operation. A license from DOHSS must be maintained through out the entire contract period and all renewal periods. Any services provided prior to a program becoming licensed must be funded through local funds. Existing programs must have a new license, which reflects the increase in capacity as indicated in the IFB.
- 2.1.4 **The preschool program must provide a minimum** of three (3) hours but no longer than 6.5 hours **of educational activities appropriate to the developmental level of the child each day for five days a week. The hours designated as preschool hours (3 hrs. for half day or 6.5 hrs for full day) must occur between the hours of 8:00 a.m. and 5:00 p.m.** In addition to the educational hours, a minimum of 30 minutes a day should be scheduled for the lead teacher and the assistant teacher for the purpose of planning, parent teacher conferences, etc.
- 2.1.5 The contractor shall provide preschool services to **age eligible children**. Age eligible children are defined for the purposes of the IFB, as children who are three- or four- years old before August 1, 2004. **Only age eligible children can be served in the MPP classroom.**
- 2.1.6 Contractors applying as a new preschool program must serve a **minimum of ten (10) age eligible children per classroom**. Contractors applying as an expansion program must be in good standing with DOHSS and be operating at full capacity. The program must increase their license capacity, after the award is made, by a minimum of ten (10) age eligible children per classroom or by increasing number of days or hours moving from a part-time program to a full-time program (full-day and five days a week). **New and Expansion programs must have no more than 20 children in a classroom.**
- 2.1.7 The contractor may not decrease a programs current license capacity for any age in order to increase the license capacity of age eligible children for the purpose of receiving MPP funds.
- 2.1.8 The lead teachers and teacher assistants must meet the **minimum teacher requirements**, at the time services begin, as indicated in the Missouri Preschool Project IFB Guidelines, section 2.2.6. Classrooms with 10 children must have a lead teacher, an assistant is required if more than 10 children are enrolled.
- 2.1.9 The program must adopt one of the three **approved research-based curriculums** (High Scope, Project Construct, and Creative Curriculum). Lead teachers and assistant teachers in the MPP classroom must be trained in the curriculum. Please see section 2.2.7 for more information.
- 2.1.10 If parent fees are being charged the program must implement a sliding scale fee to ensure all families, regardless of income, have an opportunity to participate.

- 2.1.11 The program must document annual progress as determined by DESE towards **Missouri Accreditation or the National Association for the Education of Young Children (NAEYC) Accreditation** with completion in the third year. Please see section 2.2.8 for more information.
- 2.1.12 Staff evaluation must be commensurate with other professionals or non-professionals in similar positions.
- 2.1.13 Lead teachers and teacher assistants must participate in all professional development activities as required by DESE including the Observational Assessment Training, the Moving on Together Meetings and On-Site Technical Assistance Visits.
- 2.1.14 The contractor must maintain records and fiscal information as required by the Missouri Preschool Project IFB Guidelines. See section 2.5 for Reporting Requirements.
- 2.1.15 The contractor must indicate a desire for expanding or improving preschool education through a collaborative system, which requires a community advisory committee and a community needs assessment.
- 2.1.16 The Missouri Preschool Project funds shall **not** be used to **supplant or replace** any existing preschool program or staff.
- 2.1.17 The plan must reflect the results of the **community needs assessment** rather than an “opportunistic” approach to securing materials, equipment, etc.
- 2.1.18 The contractor is not receiving HB1519 funds from the Department of Social Services (DSS) for children ages three and/or four.
- 2.1.19 Any contractor who has failed to meet the requirements of a previously awarded MPP Bid will not be eligible for application for three years after the year in which they defaulted.
- 2.1.20 Contractors who have received three years of MPP funding must have completed all requirements of the first award and continue to maintain the site at its original capacity, in order to submit a new application.

## **2.2 Program Development Requirements:**

- 2.2.1 The contractor shall agree and understand that the state agency shall have complete and total approval authority of the contractor’s activity plan or any part thereof and shall have the expressed right to modify, change, or delete all or any part of the plan at any time.
- 2.2.2 The contractor may be required to develop and submit a new or revised activity plan at other times throughout the contract period as well as for each renewal period, if the contract is renewed for additional periods. The contractor shall prepare and submit all such future activity plans within a timeframe stipulated by the state agency.
- 2.2.3 Community Involvement - A community advisory committee **must** assist in planning the Preschool Project for age eligible children and completing the Community Needs Assessment.
- 2.2.4 Community-Based Planning - As with other programs, strong commitment, leadership, and planning are critical to the success of the programs and services offered under the Missouri Preschool Project.

## Step I

The lead agency appoints an administrator who has both leadership ability and a strong commitment to early childhood education, especially preschool education. This administrator should be able to:

- Meet as needed during the planning stages of the bid and continue to meet annually each year,
- manage, inspire and motivate those individuals within the program and community important to the programs' success;
- be knowledgeable and respectful of preschool opportunities within the community;
- set goals and coordinate implementation timetables;
- analyze the results of the programs; and
- exercise sufficient authority within a collaborative framework to accomplish the desired results.

The administrator should report directly to the Community Advisory Committee and should be prepared to manage a program organizational structure consisting of several different types of operation. The administrator is the liaison between DESE and the Community Advisory Committee.

## Step II

The Community Advisory Committee, whose membership of interested citizens representing a variety of community organizations, is established. The support and services of this group is essential for the successful planning of the programs. If represented in the community, members of the committee **must** include:

- Community Preschool/Child Care Providers
- Preschool Parents
- Head Start
- Social Services
- Local Board of Education
- Health/Mental Health
- Church/Ministerial Alliance
- Civic Service Groups
- Senior Citizens
- County Extension Staff
- Caring Communities/Community Partnerships
- College/University Personnel
- School Personnel
  - Kindergarten/Preschool Teachers
  - Administrator
  - Parents as Teachers
  - Special Education
  - Title I Staff
- PTA/PTO
- DOHSS Licensing Representative

**If any of the above organizations are present in the community but not a member of the Advisory Committee an explanation of why they did not participate must be submitted with the IFB.**

Primary responsibilities of the Community Advisory Committee are to:

- assist in gathering information needed to complete the Community Needs Assessment;
- make recommendations on the goals and objectives of the MPP;
- assist on options for coordinating programs and services between community, school, and other preschool programs;
- assist in the IFB process;
- serve as a resource; and,
- other responsibilities as determined.

2.2.5 Community Needs Assessment - The Community Needs Assessment must provide information on the quantity and quality of preschool programs available **for children ages three and four before August 1, of the program year**. The following information should be collected in the needs assessment:

- population of age eligible children;
- number of existing programs for age eligible children, **including child care centers**;
- quality of programs for age eligible children as defined by state licensing, accreditation, and staff qualifications;
- number of age eligible children not attending a program; and,
- number of age eligible children attending a program that is not licensed or accredited.

The Community Needs Assessment should provide information on what kinds of preschool services are needed for age eligible children. These results must be used in determining how the Missouri Preschool Project program will be designed to best meet the needs of the preschool children in the community.

If additional information is needed, other need assessments may be used, such as parent surveys.

- 2.2.6 Teacher Qualifications - Any preschool program funded by the Missouri Preschool Project **must** utilize teachers that have the following minimum qualifications at the time the program begins operation. Individuals who are working towards these qualifications do not meet the requirements and will not be funded with MPP funds.

**TEACHER QUALIFICATIONS for PUBLIC SCHOOLS (Including Colleges & Universities)**

<b>TEACHER</b>	<b>TEACHER ASSISTANT</b>
Early Childhood Teacher Certification = <b>EC</b>	High School Vocational Certificate in Early Childhood Care and Education <u>and</u> High School Diploma = <b>HSV</b>
Early Childhood Special Education Teacher Certificate = <b>ECSE</b>	Child Development Associate and pass the ParaPro Assessment = <b>CDA</b>
A payment exception will be granted for individuals holding a 4-year college degree in Child Development = <b>4CD</b>	One-Year Certificate of Proficiency in Child Development or Child Care= <b>PCD</b>
	Two-Year Associate Degree in Child Care/Education = <b>ACC</b>
	Sixty College Hours and Experience Working in a Program with Young Children and Their Families = <b>60 HRS</b>

**TEACHER QUALIFICATIONS for PROGRAMS OTHER THAN PUBLIC SCHOOLS**

<b>TEACHERS</b>	<b>TEACHER ASSISTANT</b>
Any of the above Public School <b>Teacher</b> Requirements	Any of the above Public School <b>Teacher Assistant</b> Requirements
Child Development Associate = <b>CDA</b>	Two Years Experience Working in a Program with Young Children and Their Families <u>and</u> GED Certificate or High School Diploma = <b>2 YRS</b>
One-Year Certificate of Proficiency in Child Development or Child Care = <b>PCD</b>	
Two-Year Associate Degree in Child Care/Education = <b>ACC</b>	

Please see **Attachment B** for information regarding CDA, PCD and ACC.

**Programs with lead teachers and teacher assistants holding less than teacher certification should complete a minimum of 6 college hours during the fiscal year to work toward achieving an undergraduate degree in the field of early childhood. Costs up to a maximum of \$1200 per person per fiscal year for expenses associated with the courses for tuition and required books will be approved.**

- 2.2.7 Curriculum Models - Preschool programs must agree to implement a nationally recognized preschool curriculum model that is approved by DESE. **Director/Program Administrator and teachers involved in the Missouri Preschool Project must be trained or will be trained in the curriculum model.** All curriculum trainings must be provided by the institutions. Programs must contact the institution directly (see the links for each curriculum model on page 1) to schedule trainings. Any training not scheduled through the institutions will not be funded and will not meet the requirement 2.1.9. The selected preschool curriculum models meet the following criteria:

- based on valid research,
- have positive evaluation results,
- provide ongoing professional development, and
- developmentally appropriate for children ages three to five.

**The current approved curriculum models are:**

- **Project Construct**
- **High/Scope**
- **Creative Curriculum**

***MPP lead teachers and teacher assistants must attend a complete basic training such as the following:***

- **Creative Curriculum-** Five or Seven Day Training Series.
- **Project Construct Institute for Early Education and Care Professionals** - Module 1, Module 2, and Module 3. (36 hours)  
(The week long training offered by Project Construct is not approved.)
- **High/Scope Teacher Training** (choose one of the following):
  1. A variety of the 9 two-day workshops in the WK511 preschool series (3 each year)
  2. One of the five-day institutes for preschool and elementary teachers.

- 2.2.8 Accreditation- Programs must receive accreditation from either the Missouri Accreditation Center or the National Association for the Education of Young Children (NAEYC). This is a three-year process and programs must show annual progress. The goal of the process is to insure quality childcare programs using standards and procedures outlined by the Missouri Accreditation Board and adopted by the Missouri State Board of Education, and the NAEYC Board.

For further information you may contact each accreditation source by accessing the link on page 1 of these guidelines.



## 2.2.9 Three Year Plans

- a) Parent Advisory Committee - An advisory committee **of parents** with children in the MPP program must meet at least once annually. The plan should include the roles of the members, selection procedure, replacement procedure, number of members, and frequency of meetings. Documentation must be on file that includes a list of members, dates of meetings, and minutes of meetings.
- b) Funding Plan - The plan must demonstrate funding from a variety of sources including parental fees. A sliding parental fee schedule based on family income is required for families whose income does not exceed one hundred eighty-five percent of the federal poverty level. The plan should also include other funding sources such as food services, local grants, local fundraising efforts, etc.
- c) Child Development, Education, and Care Plan - The plan must be appropriate to meet the needs of children served in the MPP program. The plan should describe how the preschool program would be designed and how it will meet the needs of preschool children as identified from the Community Needs Assessment. Information **must** include how program growth issues will be addressed such as, recruitment methods. A copy of the physical environment design and of the daily schedule **must** be submitted.

The plan must address the transition issues of children moving from one program to another such as, from home to school or from preschool to kindergarten. A plan should be developed and implemented that will make these transitions as smooth as possible for all involved. The plan may include opportunities to share information between programs; informational packets for parents; kindergarten orientation days; meet the teachers nights; home visits by preschool and kindergarten teachers; visits to child care centers and Head Start programs by the kindergarten teachers, etc.

The plan must include how the Preschool Project program will collaborate with community organizations and resources. Some examples may be working with the public library to provide a story hour, having a volunteer grandparent work in the classroom, having a safety program provided by the local police department, etc.

- d) Professional Development - Professional development opportunities may include college-credit courses, follow-up/advanced training of the selected curriculum model, professional conferences, seminars, workshops and consultants. MPP funds only support professional development opportunities that are in **addition** to the 12 clock hours required for childcare providers by DOHSS. The plan should include a list of the **specific** professional development opportunities to be provided. **Evidence of continuous professional development associated with the selected curriculum model must be included each year in the plan.** Programs with lead teachers and teacher assistants holding less than teacher certification should complete a minimum of 6 college hours during the fiscal year to work toward achieving an undergraduate degree in the field of early childhood.

*Professional development opportunities should reflect the general philosophy of the selected curriculum model.*

- e) Parent Education/Involvement/Communication - The plan must address how parents will receive information about their child's development, opportunities to be involved in the preschool program and how the preschool program will communicate with parents on an ongoing basis. Preschool programs are strongly recommended to

collaborate with the Parents as Teachers program for parent education. MPP funds may be used for additional PAT personal visits, above state requirements, to families of children participating in the MPP classroom, at the state reimbursement rate. Parent involvement could include serving on the Parent Advisory Committee, classroom volunteer, forming a preschool parent organization, etc. Communication with parents could include newsletters, parent-teacher conferences, notes to the home, phone calls, etc.

- f) 10% Community Set Aside - The 10% community set aside is a portion of the award that is designated to provide **professional development opportunities for licensed** early care and education providers within the awardees community. The amount of set aside required for each IFB is 10% of the operational award.

Examples of Approved Activities:

- accreditation fees;
- provide ongoing professional development opportunities such as CDA training, college tuition, etc.;
- provide training in one of the three researched based curriculum models; and/or,

**Note: Professional development provided must be in addition to the 12 clock hours required by DOHSS.**

A plan for the Set Aside must address how the program will contact the licensed programs in the community and describe the process for communicating with early care and education providers. Include information about how decisions will be made and who will be involved. These providers must be involved in the decision on how the Set Aside will be used. At the time the IFB is due the plan will need to describe the process that will be used to determine the use of funds. If the IFB is awarded the LEA will be required to carry out the plan and submit the decisions of the group along with an itemized list of the purchases to be made.

## 2.3 Funding:

- 2.3.1 Start-up Funds (first year only) - In addition to operational costs, a maximum of \$30,000 start up can be requested for costs associated with expenses necessary to implement a quality preschool program.

These may include the following:

- Initial staff training on the selected curriculum;
- Minor remodeling associated with licensing requirements;
- Equipment; and
- Furniture.

- 2.3.2 Operational Funds - Programs are assigned a category (A, B, C, D) determined by the local school districts eligible population. Refer to the *Missouri Preschool Project Funding Categories* list (Attachment D).

10% of a programs Operational Award must be provided to licensed programs with the programs school district boundaries.

## MPP Funding Chart

		New Award First Year				Continuation Award Second – Sixth Year					
	<b>Number of New Age Eligible Children</b>	<b>Maximum Start Up Funds Available</b>		<b>Maximum Operational Funds Available</b>		<b>Renewal – Year 2 Operational Funds</b>		<b>Renewal – Year 3 Operational Funds</b>		<b>Renewal Year 4, 5 and 6 Operational Funds</b>	
<b>Category A, B, C and D</b>	At least 10 children full day or 20 children half day (10 children a.m. & 10 children p.m.)	\$30,000		Less Than 12 Month Program	12 Month Program	Less Than 12 Month Program	12 Month Program	Less Than 12 Month Program	12 Month Program	Less Than 12 Month Program	12 Month Program
			Non Certified Staff	\$ 40,000	45,000	\$36,000	\$40,500	\$32,400	\$36,450	\$8,000	\$9,000
			Certified Staff	\$ 60,000	65,000	\$54,000	\$58,500	\$48,600	\$52,650	\$30,000	\$32,500
<b>Category A, B, C and D</b>	At least 20 children full day or 40 children half day (20 children a.m. & 20 children p.m.)	\$30,000	Non Certified Staff	\$50,000	\$57,500	\$45,000	\$51,750	\$40,500	\$46,575	\$10,000	\$11,500
			Certified Staff	\$70,000	\$77,500	\$63,000	\$69,750	\$56,700	\$62,775	\$35,000	\$38,750
<b>Category B, C and D</b>	At least 30 children full day or 60 children half day (30 children a.m. & 30 children p.m.)	\$30,000	Non Certified Staff	\$65,000	\$75,000	\$58,500	\$67,500	\$52,650	\$60,750	\$13,000	\$15,000
			Certified Staff	\$100,000	\$110,000	\$90,000	\$99,000	\$81,000	\$89,100	\$50,000	\$55,000
<b>Category C and D</b>	At least 40 children full day or 80 children half day (40 children a.m. & 40 children p.m.)	\$30,000	Non Certified Staff	\$85,000	\$97,500	\$76,500	\$87,750	\$68,850	\$78,975	\$17,000	\$19,500
			Certified Staff	\$135,000	\$147,500	\$121,500	\$132,750	\$109,350	\$119,475	\$67,500	\$73,750

## 2.4 Allowable Costs for New & Expansion Programs:

- 2.4.1 Salaries and Benefits - Payment of salaries and benefits will be allowed for lead teachers and teacher assistants who provide educational services directly to age eligible children funded by this IFB. MPP funds designated for salaries will begin when the program is licensed by DOHSS and is serving children. Salaries for teacher assistants will be paid by MPP funds when enrollment exceeds ten (10) children per classroom. Salaries and benefits must be commensurate with other professional and nonprofessionals in similar positions. Certified teachers must receive a teaching contract and be placed on the salary schedule similar to Title 1 preschool teachers or early childhood special education teachers. Non-public preschool programs should receive the same salary as similar programs in the community.

Other salaries such as directors, cooks, secretaries, janitors, etc. **will not** be approved.

- 2.4.2 Materials and Supplies - Materials and supplies to be purchased with these funds are limited to items which are either consumed in nature, have a useful life of less than two years, cost less than \$1,000 per unit, and are more feasibly replaced than repaired.

**Classroom equipment, materials and supplies must be selected from the *Basic Equipment, Materials, and Supplies List*, Attachment C, for the sole use at the site in the Preschool Program. The quantity of items selected must reflect the number of children the program anticipates serving through the MPP classroom(s). For items requested that are not listed, a separate justification on why they are needed must accompany the IFB. A minimum of 7-10 children's books per child located in the MPP classroom is recommended.**

*Other costs that are allowable under the materials and supplies category are those expenditures associated with becoming licensed. These expenditures must be under \$1,000 and be outlined by the child care specialist assigned by DOHSS.*

The following are **not** allowed:

- Workbooks (Practice Pages)
- Computers
- TV
- VCR
- Screening instruments
- Meals including breakfast, lunch, and snacks
- Office supplies, cleaning supplies or equipment

- 2.4.3 Capital Outlay - Includes equipment that is distinguishable from supplies in that items have a useful life of more than two years, cost more than \$1,000 per unit and are more feasibly repaired than replaced.

Costs may include:

- Purchase classroom equipment needed to implement the program that is not available.
- Minor remodeling is only approved with justification describing the need.
- Lease or rent of a facility is only approved with justification describing the need. All facilities must meet DOHSS licensing requirements. The MPP budget will only fund lease payments for the months occurring in the program year. If the space is being shared with other programs the lease

payment must be prorated. **Any program that would lease space with MPP funds must submit a floor plan with dimensions to DESE for approval prior to obligation of funds.**

All equipment and furniture purchased with MPP funds must be listed on an **inventory form** so that DESE can validate its use in the Missouri Preschool Project programs.

Any funds used to remodel or to meet license regulations must be on the permanent preschool space. MPP funds will **not** pay for minor remodeling of temporary sites.

Funds may **not** be used for the following:

- Purchases of or improvement of land or property, except for minor remodeling.
- Construction of a building.

- 2.4.4 Purchased Services (Including Professional Development and travel associated with Professional Development) - Purchased services include: services rendered by persons not employed by the program (i.e., consultants), their travel and reasonable related expenses, and all other contracted services including travel by employees for professional development, and fees for Missouri Accreditation or NAEYC Accreditation.

Professional Development includes payment of registration costs, mileage, and payment of fees for college credit. **Out-of state conference fees or related expenses associated with out of state conferences will not be approved.**

Transportation costs for preschool children are **not** allowed.

- 2.4.5 Administrative/Indirect Costs - Administrative/Indirect costs are **not** to exceed 5% of the award **excluding start-up costs**. No other funds outside this category are available through this IFB for administrative costs such as director salaries, other administrative positions, office supplies, office equipment, computers, utilities, postage, cleaning supplies, program insurance, program advertising and etc. All programs must have the ability to communicate through e-mail with DESE. Administrative funds can be used to purchase a computer.

**For Public Schools - The Revenue Code is 5382.**

## **2.5 Reporting Requirements:**

- 2.5.1 Accountability - Programmatic accountability must be demonstrated on an annual basis. For consistency, DESE will provide observational assessment materials and training instruments to be completed for each child in the MPP program. Teachers will rate each child's level of knowledge and abilities through systematic observations in order to assess the child's development. **Attendance at the training session is required prior to administering the assessment. Programs receiving MPP funds must complete this assessment and return the information as requested by DESE.**
- 2.5.2 Records - Including the enrollment of MPP participants and other program information such as fiscal records as required by DESE, will be maintained and retained for five years. All information contained within this IFB, as well as documentation required of MPP programs, is considered public information and will be included in the programs permanent file and is subject to Open Records request(s).

- 2.5.3 Audits - The CONTRACTOR agrees to permit DESE or its authorized representatives to observe and evaluate the delivery or performance of the contracted services. This includes access to any books, documents, papers and records of the contractor that are directly related to the MPP audit process.

**2.6 Evaluation and Award Process:**

- 2.6.1 Evaluation and Award Process for New and Expanding Programs - After determining that a bid satisfies the mandatory requirements stated in the Invitation for Bid, the evaluator(s) shall use both objective analysis and subjective judgment in conducting a comparative assessment of the bid in accordance with the evaluation criteria stated below:

a. Budget Information .....	5%
b. Community Involvement.....	10%
c. Program Description.....	8%
d. Program Information.....	25%
e. Program Data.....	20%
f. Project Goals and Evaluation.....	12%
g. Three-Year Plans.....	20%

Additional consideration for these awards includes the following community maximums. The community is defined as the school district boundaries in which your program is located. The maximum operational award **per community** for each category:

Category A - \$77,500 maximum                      Category C - \$147,500 maximum

Category B - \$110,000 maximum                      Category D - \$167,500 maximum

**Note: Community maximums will include awards made to New and Expansion bids as well as Professional Development bids and are only considered in the first year of award.**

### 3. REQUIREMENTS FOR PROFESSIONAL DEVELOPMENT PROGRAMS

#### 3.1 Contractual Requirements:

- 3.1.1 The program must be licensed by and be in good standing with DOHSS, Bureau of Child Care.
- 3.1.2 The program must have a current license certificate for a Family Child Care Home, a Group Child Care Home, or a Child Care Center issued by DOHSS.
- 3.1.3 The program must be providing services to children who are age eligible.
- 3.1.4 The program must maintain records and fiscal information as required by the MPP Program Guidelines.

#### 3.2 Program Development:

- accreditation fees;
- research-based curriculum training;
- ongoing professional development;
- tuition for CDA; and
- an undergraduate degree in the field of Early Childhood (\$1200 maximum per person per fiscal year).

#### 3.3 Funding for Professional Development Programs:

- 3.3.1 Operational Funds - Programs are assigned a category (A, B, C, D) determined by the local school districts eligible population. Refer to the *Missouri Preschool Project Funding Categories* list (Attachment D).

The maximum award amount **per IFB** is as follows:

Funding Category	Maximum Funding Amount
Category A	\$5,000 per IFB
Category B	\$7,000 per IFB
Category C	\$10,000 per IFB
Category D	\$15,000 per IFB

#### 3.4 Allowable Costs for Professional Development Programs:

- 3.4.1 Materials and Supplies - All materials and supplies purchased with MPP funds must be **directly related to the professional development plan**.

The following are **not** allowed:

- Workbooks (practice sheets)
- TV
- Screening instruments
- Office Supplies, cleaning supplies, or equipment
- Computers
- VCR
- Meals including breakfast, lunch and snacks

- 3.4.2 Purchased Services (Including Professional Development and travel associated with Professional Development)- Purchased services include: services rendered by persons not employed by the program (i.e., consultants), their travel and reasonable related expenses, and all other contracted

services including travel by employees for professional development, and fees for Missouri Accreditation or NAEYC Accreditation.

Professional Development includes payment of registration costs, mileage, and payment of fees for college credit. **Out-of state conferences and related conference expenses will not be approved.**

- 3.4.3 Professional Development - Professional development opportunities may include college-credit courses, follow-up/advanced training of the selected curriculum model, professional conferences, seminars, workshops and consultants. MPP funds only support professional development opportunities that are in **addition** to the 12 clock hours required for childcare providers by DOHSS. The plan should include a list of the **specific** professional development opportunities to be provided.

*Professional development opportunities should reflect the general philosophy of the selected curriculum model.*

### 3.5 Reporting Requirements:

- 3.5.1 Records - Records including the enrollment of MPP participants and other program information such as fiscal records as required by DESE will be maintained and retained for five years. All information contained within this IFB, as well as documentation required of MPP programs, is considered public information and will be included in the programs permanent file and is subject to Open Records request(s).
- 3.5.2 Audits - The CONTRACTOR agrees to permit DESE or its authorized representatives to observe and evaluate the delivery or performance of the contracted services. This includes access to any books, documents, papers and records of the contractor that are directly related to the MPP audit process.

### 3.6 Evaluation and Award Process:

- 3.6.1 Evaluation and Award Process for Professional Development Programs - After determining that a bid satisfies the mandatory requirements stated in the Invitation for Bid, the evaluator(s) shall use both objective analysis and subjective judgment in conducting a comparative assessment of the bid in accordance with the evaluation criteria stated below:

a. Budget Information .....	10%
b. Project Description .....	30%
c. Program Data .....	24%
d. Project Goals and Evaluation .....	18%
e. Three-Year Plan .....	18%

Additional consideration for these awards includes the following community maximums. The community is defined as the school district boundaries in which your program is located. The maximum operational award **per community** for each category:

Category A - \$77,500 maximum	Category C - \$147,500 maximum
Category B - \$110,000 maximum	Category D - \$167,500 maximum

**Note: Community maximums will include awards made to New and Expansion bids as well as Professional Development bids and are only considered in the first year of award.**



#### 4. FINANCIAL REQUIREMENTS

- 4.1 The contractor must maintain financial and accounting records and evidence pertaining to the contract in accordance with generally accepted accounting principles and other procedures specified by the state. These records must be made available at all reasonable times to the State agency and/or its designees during the contract period and any renewal period, and for three (3) years from the date of final payment on the contract or contract renewal period.
- 4.2 The contractor shall permit governmental auditors and authorized representatives of the State to have access for the purpose of audit or examination of any of the books, documents, papers, and records of the contractor's recording receipts and disbursements of any of the funds made available to the contractor under the contract at any reasonable time. The contractor further agrees that any audit exception noted by governmental auditors shall not be paid by the state agency and shall be the sole responsibility of the contractor, provided that it may contest any such exception by any legal procedure it deems appropriate and that the state agency will pay the contractor all amounts which may ultimately be held entitled to receive as a result of any such legal action.
- 4.3 The contractor shall agree and understand that DESE will make payments based on DESE's allotment of HB 1519 funds.

The contractor must insure that all services have been provided or obligated prior to submitting an invoice to the state agency for payment/reimbursement from the state agency.

The contractor shall agree and understand that any amount funded per the contract is subject to appropriations made by the General Assembly and signed into law by the Governor. In addition, the total budget amount described herein is also subject to reduction by the state agency when deemed in the best interest of DESE. Therefore, DESE does not guarantee that any amount of funds will be spent in accordance with the contract.

#### 5. INVOICING AND PAYMENT REQUIREMENTS

- 5.1 The firm, fixed price shall constitute the total amount due the contractor for all services specified in the requirements of this document unless services are specifically listed as reimbursable in the paragraph related to reimbursements, below.
- 5.2 On the face of each invoice, the contractor must identify the vendor name, tax identification number, invoice number, and the approved invoice amount.
- 5.3 The contractor shall understand and agree the state reserves the right to make contract payments to the contractor through electronic funds transfer (EFT). Therefore, prior to any payments becoming due under the contract, the contractor must return a completed state Vendor ACH/EFT Application which is downloadable from the following website:  
<http://www.oa.state.mo.us/purch/vendorinfo/vendorach.pdf>. Each contractor invoice must contain a unique invoice number. The invoice number will be listed on the state's EFT addendum record to enable the contractor to properly apply state payments to invoices. The contractor must comply with all other invoicing requirements stated in the IFB.
- 5.4 Upon receipt and approval of a properly prepared monthly invoice **and all required reports and documentation**, the state agency shall pay the contractor the firm fixed price according to the payment schedule.
- 5.5 Other than the payments and reimbursements on the payment schedule, no other payments or reimbursements shall be made to the contractor for any reason whatsoever.
- 5.6 If the deadline requirements stated in section 2.1.2 are not met all monies received must be returned to DESE no later than January 1, 2005.

## 6. OTHER CONTRACTUAL REQUIREMENTS

- 6.1 Contract Period - The original contract period shall be as stated in the Invitation for Bid (IFB). The contract shall not bind, nor purport to bind, the department for any contractual commitment in excess of the original contract period. DESE shall have the right, at its sole option, to renew the contract for 5 additional one-year periods, or any portion thereof. With the second and third renewal there will be a 10% reduction of the previous years operational award amount. Additional Renewals will be reduced based on DESEs appropriation and the original operational award. In the event DESE exercises such right, all terms and conditions, requirements and specifications of the contract shall remain the same and apply during the renewal period, pursuant to applicable option clauses of this document.

The initial IFB period begins on the date of its approval by the Department of Elementary and Secondary Education (DESE). Bids will be funded for a **one-year period** with annual renewal subject to appropriations by the General Assembly and meeting requirements set forth by this IFB. Renewal periods will be from July 1 through June 30 of the following year.

- 6.2 Termination - DESE reserves the right to terminate the contract at any time, for the convenience of the Department, without penalty or recourse, by giving written notice to the contractor at least thirty (30) calendar days prior to the effective date of such termination. In the event of termination pursuant to this paragraph, the following shall apply:

- a. All documents, data, reports, supplies, equipment, and accomplishments prepared, furnished or completed by the contractor pursuant to the terms of the contract shall, at the option of DESE, become the property of the Department. The contractor shall be entitled to receive just and equitable compensation for services and/or supplies delivered to and accepted by DESE pursuant to the contract prior to the effective date of termination.
- b. As directed by the department, the contractor shall either cancel all open commitments previously made per the contract or (without entering any new commitments) shall continue with execution of such open commitments.
  1. If the open commitments are cancelled, the department shall pay all costs (including penalties) resulting from the cancellation.
  2. If such commitments continue to be executed, the contractor shall be entitled to be paid for the contractor's services pursuant to the requirements of the contract, as if such cancellation had not occurred.

- 6.3 Property of Department - The contractor shall agree and understand that all deliverables developed as a result of the contract, shall become the property of DESE with all rights and interests for present and future use as deemed appropriate by the department.

- a. The contractor shall be responsible for obtaining copyrights as appropriate in the name of DESE as instructed and approved by the department. If approved, the contractor shall be reimbursed the actual cost paid for obtaining any copyright and registration fee for a logo.
- b. DESE shall have the full right to reproduce and/or use any products derived from the contractor's work under the contract without payment of any royalties, fees, etc. except for those fees, royalties, etc. charged by a subcontractor, provided that:
  1. The subcontract requires the payment of such royalties, fees, etc., and
  2. The department agrees to pay the royalties, fees, etc. for continuous use of the product, prior to performance by the subcontractor or use of the subcontractor's property.

- c. The contractor shall agree and understand that all discussions with the contractor and all information gained by the contractor as a result of the contractor's performance under the contract shall be confidential and that no reports, documentation, or material prepared as required by the contract shall be released to the public without the prior written consent of the department.
  - d. The contractor shall defend, indemnify and hold harmless DESE, including its officers, agents, employees and assigns, in all suits of law or in equity alleging patent, trademark or copyright infringement, defamation (libel and/or slander), violation of privacy rights, violation of the right of publicity, misappropriation of trade secrets or unfair competition concerning or arising from the contractor's performance or products produced under the terms of the contract.
- 6.4 Contractor Liability - The contractor shall be responsible for any and all injury or damage as a result of the contractor's negligence involving any equipment or service provided under the terms and conditions, requirements and specifications of the contract. In addition to the liability imposed upon the contractor on account of personal injury, bodily injury (including death), or property damage suffered as a result of the contractor's negligence, the contractor assumes the obligation to save DESE, employees, and assignees, from every expense, liability, or payment arising out of such negligent act. The contractor also agrees to hold DESE, including its employees, and assignees, harmless for any negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the contractor under the terms of the contract.
  - a. However, the contractor shall not be responsible for any injury or damage occurring as a result of any negligent act or omission committed by DESE, including its employees, and assignees.
- 6.5 Insurance - The contractor shall understand and agree that DESE cannot save and hold harmless and/or indemnify the contractor or employees against any liability incurred or arising as a result of any activity of the contractor or any activity of the contractor's employees related to the contractor's performance under the contract. Therefore, the contractor must acquire and maintain adequate liability insurance in the form(s) and amount(s) sufficient to protect DESE, its employees, its clients, and the general public against any such loss, damage and/or expense related to his/her performance under the contract.
- 6.6 Contractor Status - The contractor represents himself or herself to be an independent contractor offering such services to the general public and shall not represent himself/herself or his/her employees to be an employee of the Department. Therefore, the contractor shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save, and hold the department, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters.
- 6.7 Coordination - The contractor shall fully coordinate all contract activities with those activities of the state agency. As the work of the contractor progresses, advice and information on matters covered by the contract shall be made available by the contractor to the department throughout the effective period of the contract.
- 6.8 Subcontractors - Any subcontracts for the products/services described herein must include appropriate provisions and contractual obligations to ensure the successful fulfillment of all contractual obligations agreed to by the contractor and DESE and to ensure that the department is indemnified, saved, and held harmless from and against any and all claims of damage, loss, and cost (including attorney fees) of any kind related to a subcontract in those matters described in the contract between the department and the contractor. The contractor shall expressly understand and agree that he/she shall assume and be solely responsible for all legal and financial

responsibilities related to the execution of a subcontract. The contractor shall agree and understand that utilization of a subcontractor to provide any of the products/services in the contract shall in no way relieve the contractor of the responsibility for providing the products/services as described and set forth herein. The contractor must obtain acknowledgement from the department prior to establishing any new subcontracting arrangements and before changing any subcontractors.

- 6.9 Business Compliance – The offeror must be in compliance with the laws regarding conducting business in the State of Missouri. The offeror certifies by signing the signature page of this original document and any amendment signature page(s) that the offeror and any proposed subcontractors are presently in compliance with such laws. The offeror shall provide documentation of compliance upon request by the Division of Purchasing and Materials Management. The compliance to conduct business in the state shall include, but not necessarily be limited to:

- a. Registration of business name (if applicable)
- b. Certificate of authority to transact business/certificate of good standing (if applicable)
- c. Taxes (e.g., city/county/state/federal)
- d. State and local certifications (e.g., professions/occupations/activities)
- e. Licenses and permits (e.g., city/county license, sales permits)
- f. Insurance (e.g., worker's compensation/unemployment compensation)

- 6.10 In presenting the delivery of services, the offeror should submit or describe the following:

- a. Provide a description of the proposed services that will be performed by Missourians.
- b. Provide a description of the economic impact returned to the State of Missouri through tax revenue obligations.
- c. Provide a description of the company's economic presence within the State of Missouri (e.g., type of facilities: sales office; sales outlets; divisions; manufacturing; warehouse; other), including Missouri employee statistics.
- d. If any products and/or services offered under this IFB are being manufactured or performed at sites outside the continental United States, the offeror MUST disclose such fact and provide details with the bid.

## BID SUBMISSION INFORMATION

- 7.1 Submission of Bids:
- 7.1.2 ELECTRONIC SUBMISSION OF BIDS THROUGH THE ON-LINE BIDDING WEB SITE IS **NOT** AVAILABLE FOR THIS IFB.
- 7.1.3 When submitting a bid, the contractor **must** include two (2) additional copies along with their original bid for a total of three (3).
- 7.1.4 When submitting a bid, print or type the IFB Number (found on page 1 of the application in the upper left corner) and the Return Due Date on the lower left corner of the envelope or package.
- 7.1.5 To facilitate the evaluation process, the contractor must organize their bid in numeric order with only the required attachments. **Do not submit any additional information.**
- 7.1.6 The contractor is cautioned that it is the contractor's sole responsibility to submit a complete bid and that DESE is under no obligation to solicit such information if it is not included with the bid. The contractor's failure to submit such information may cause an adverse impact on the evaluation of the bid.
- 7.1.7 Contractor's Contacts - Contractors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the IFB, the evaluation, etc. to the contact person indicated on this page of the IFB. Contractors and their agents may not contact any other state employee regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Contractors and their agents who have questions regarding this matter should call the contact person.

### QUESTIONS:

Carol Rackers  
Department of Elementary & Secondary Education  
Procurement Section  
Phone: 573-751-4463

### TO DOWNLOAD IFB:

dese.mo.gov  
Choose Programs and Services A to Z  
Early Childhood Education

### DELIVER IFB TO:

Procurement Section  
3<sup>rd</sup> Floor, Jefferson State Office Building  
205 Jefferson Street  
Jefferson City, Missouri 65101  
**Must be received no later than 3:00 p.m. on May 20, 2004.**

### MAIL IFB TO:

Procurement Section-IFB  
MO Department of Elementary and Secondary Education  
P.O. Box 480  
Jefferson City, Missouri 65102-0480  
**Must be received no later than 3:00 p.m. on May 20, 2004.**

**MUST BE RECEIVED NO LATER THAN 3:00 P.M. ON MAY 20, 2004.**

## 8. DESE, EARLY CHILDHOOD KEY TERMINOLOGY

1. **Accreditation** – A measure of quality. Receiving credit for meeting the standards set for program practices that represent professional consensus, through a process of self-reflection, observation and self-study. An accrediting agency such as, Missouri Accreditation or NAEYC Accreditation, will facilitate this process.
2. **Child Care Center** – A program conducted in a location other than the providers permanent residence or separate from the providers living quarters where care is provided for children not related to the provider.
3. **Community-** The school districts boundaries in which your program is located.
4. **Contractor** – The person, who is identified as the Lead Agency, awarded the IFB.
5. **Early Care and Education Program** – A program that is providing childcare and/or preschool education to children ages three and four.
6. **Early Care and Education Providers** – The person(s) who are providing child care and/or preschool education to children ages three and four.
7. **Eligible Children** –Those children who will be three or four years of age by August 1, 2004.
8. **Family Child Care Home** – A childcare program where care is given by a person licensed as a day care home provider for no more then ten (10) children not related to the provider.
9. **Fiscal Year** – When the term fiscal year is used it is referring to DESE’S fiscal year of July 1 – June 30.
10. **Floor Plans** – Boundaries are well defined by low shelves, stable screens, or walls with openings so that children and adults can see into areas.
11. **Free and Reduced Lunch** – When a family’s income is below the poverty level to qualify for a fully funded lunch or partially funded lunch through the United States Department of Agriculture.
12. **Full Day** – A full day preschool program is considered to be 6.5 hours a day.
13. **Funding Category** –
  1. Category A is up to 200 eligible children in the area.
  2. Category B is 201 to 1000 eligible children in the area.
  3. Category C is 1001 to 4000 eligible children in the area.
  4. Category D is 4001 and above eligible children in the area.
14. **Good Standing-** A program that is in compliance with the Missouri Department of Health and Senior Services licensing rules, there is no pending disciplinary actions on the license, and there is not a complaint investigation in process.
15. **Group Home** – A childcare program where care is given by a person licensed as group day care home provider for eleven (11) but not more then twenty (20) children not related to the childcare provider.
16. **Half Day** – A half day preschool program is considered to be three (3) hours a day.
17. **House Bill 1519** – The bill that authorizes funds for Early Childhood Development Education and Care for the Department of Social Services and the Department of Elementary and Secondary Education.

18. **License** – A measure of quality. Receiving credit from Department of Health and Senior Services, Bureau of Child Care, for meeting the standards set for facilities and safety.
19. **Low-Income** – Low-income children in a public school, are children counted by the district in families eligible for free and reduced lunches according to the income scale established by the National School Lunch Act. Low-income children for a private provider would be those children who are eligible for childcare assistance from Department of Social Services.
20. **MPP** – The Department of Elementary and Secondary Education’s portion of House Bill 1519.
21. **Contractor** – The person, who is identified as the Lead Agency writing the IFB, is referred to as the contractor.
22. **One-Year Certificate of Proficiency** – A level of educational training obtained through the Area Vocational School.
23. **Program Year** – The program year is the time from which MPP students are being served until the end of the fiscal year, June 30.
24. **Sliding Scale Fee** – This parental fee schedule is based on family income. It is required for families whose income does not exceed one hundred eighty-five percent of the federal poverty level.
25. **Special Needs** – Children identified by school district personnel as needing special education services.
26. **Supplant** – When existing funds such as, Title I or local funds, are replaced with MPP funds.
27. **Teacher Assistant Qualifications** – The educational training and experience required to hold an assistant teaching position for MPP.
28. **Teacher Qualifications** – The educational training and experience required to hold a teaching position for MPP.
29. **Two-Year Associate Degree** – A level of educational training obtained through a Junior College, College or University.
30. **Undergraduate Degree** – Associates or Baccalaureate degree in the field of early childhood. This does not cover graduate course work.

## 9. DESE, EARLY CHILDHOOD ACRONYMS

1. **AA** – Associates of Arts
2. **BS** – Bachelors of Science
3. **CDA** – Child Development Associate
4. **DESE** – Department of Elementary and Secondary Education
5. **DOHSS** – Department of Health and Senior Services
6. **DSS** – Department of Social Services
7. **ECE** – Early Care and Education
8. **EIN** – Employee Identification Number
9. **GED** – General Education Diploma
10. **H.B. 1519** – House Bill 1519
11. **H.B. 1519C** – House Bill 1519 Continued
12. **LEA** - Lead Education Agency
13. **MoT** – Moving on Together
14. **MPP** – Missouri Preschool Project
15. **NAEYC** – National Association for the Education of Young Children
16. **PAT** – Parents as Teachers
17. **PTA** – Parent Teacher Association
18. **PTO** – Parent Teacher Organization
19. **IFB** – Invitation for Bid



**STATE OF MISSOURI**  
**DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION**  
**TERMS AND CONDITIONS -- INVITATION FOR BID**

**1. TERMINOLOGY/DEFINITIONS**

Whenever the following words and expressions appear in an Invitation for Bid (IFB) document or any amendment thereto, the definition or meaning described below shall apply.

- a. **Agency and/or State Agency** means the statutory unit of state government in the State of Missouri for which the equipment, supplies, and/or services are being purchased by the **Department of Elementary and Secondary Education**. The agency is also responsible for payment.
- b. **Amendment** means a written, official modification to an IFB or to a contract.
- c. **Attachment** applies to all forms which are included with an IFB to incorporate any informational data or requirements related to the performance requirements and/or specifications.
- d. **Bid Opening Date and Time** and similar expressions mean the exact deadline required by the IFB for the receipt of sealed bids.
- e. **Applicant** means the person or organization that responds to an IFB by submitting a bid with prices to provide the equipment, supplies, and/or services as required in the IFB document.
- f. **Buyer** means the procurement staff member of the DESE. The **Contact Person** as referenced herein is usually the Buyer.
- g. **Contract** means a legal and binding agreement between two or more competent parties, for a consideration for the procurement of equipment, supplies, and/or services.
- h. **Awardee** means a person or organization who is a successful bidder as a result of an IFB and who enters into a contract.
- i. **Exhibit** applies to forms which are included with an IFB for the bidder to complete and submit with the sealed bid prior to the specified opening date and time.
- j. **Invitation for Bid (IFB)** means the solicitation document issued by the DESE to potential bidders for the purchase of equipment, supplies, and/or services as described in the document. The definition includes these Terms and Conditions as well as all Pricing Pages, Exhibits, Attachments, and Amendments thereto.
- k. **May** means that a certain feature, component, or action is permissible, but not required.
- l. **Must** means that a certain feature, component, or action is a mandatory condition. Failure to provide or comply will result in a bid being considered non-responsive.
- m. **Pricing Page(s)** applies to the form(s) on which the bidder must state the price(s) applicable for the equipment, supplies, and/or services required in the IFB. The pricing pages must be completed and submitted by the bidder with the sealed bid prior to the specified bid opening date and time.
- n. **RSMo (Revised Statutes of Missouri)** refers to the body of laws enacted by the Legislature which govern the operations of all agencies of the State of Missouri. Chapter 34 of the statutes is the primary chapter governing the operations of DESE.
- o. **Shall** has the same meaning as the word **must**.
- p. **Should** means that a certain feature, component and/or action is desirable but not mandatory.

**2. APPLICABLE LAWS AND REGULATIONS**

- a. The contract shall be construed according to the laws of the State of Missouri. The contractor shall comply with all local, state, and federal laws and regulations related to the performance of the contract to the extent that the same may be applicable.
- b. To the extent that a provision of the contract is contrary to the Constitution or laws of the State of Missouri or of the United States, the provisions shall be void and unenforceable. However, the balance of the contract shall remain in force between the parties unless terminated by consent of both the contractor and the DESE.
- c. The contractor must be registered and maintain good standing with the Secretary of State of the State of Missouri and other regulatory agencies, as may be required by law or regulations.
- d. The contractor must timely file and pay all Missouri sales, withholding, corporate and any other required Missouri tax returns and taxes, including interest and additions to tax.
- e. The exclusive venue for any legal proceeding relating to or arising out of the IFB or resulting contract shall be in the Circuit Court of Cole County, Missouri.

**3. OPEN COMPETITION/INVITATION FOR BID DOCUMENT**

- a. It shall be the bidder's responsibility to ask questions, request changes or clarification, or otherwise advise the DESE if any language, specifications or requirements of an IFB appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the IFB to a single source. Any and all communication from bidders regarding specifications, requirements, competitive bid process, etc., must be directed to the buyer from the DESE, unless the IFB specifically refers the bidder to another contact. Such communication should be received at least ten calendar days prior to the official bid opening date.
- b. Every attempt shall be made to ensure that the bidder receives an adequate and prompt response. However, in order to maintain a fair and equitable bid process, all bidders will be advised, via the issuance of an amendment to the IFB, of any relevant or pertinent information related to the procurement. Therefore, bidders are advised that unless specified elsewhere in the IFB, any questions received less than ten calendar days prior to the IFB opening date may not be answered.
- c. Bidders are cautioned that the only official position of the State of Missouri is that which is issued by the DESE in the IFB or an amendment thereto. No other means of communication, whether oral or written, shall be construed as a formal or official response or statement.
- d. The DESE monitors all procurement activities to detect any possibility of deliberate restraint of competition, collusion among bidders, price-fixing by bidders, or any other anticompetitive conduct by bidders which appears to violate state and federal antitrust laws. Any suspected violation shall be referred to the Missouri Attorney General's Office for appropriate action.
- e. The IFB is available for viewing and downloading on the departments website. Registered vendors are electronically notified or mailed the IFB based on the information maintained in the State of Missouri's vendor database. If any portion of the address is incorrect, the bidder must notify the buyer in writing or update the address themselves on the state's On-Line Bidding website.
- f. The DESE reserves the right to officially amend or cancel an IFB after issuance.

#### **4. PREPARATION OF BIDS**

- a. Bidders **must** examine the entire IFB carefully. Failure to do so shall be at bidder's risk.
- b. Unless otherwise specifically stated in the IFB, all specifications and requirements constitute minimum requirements. All bids must meet or exceed the stated specifications and requirements.
- c. Unless otherwise specifically stated in the IFB, any manufacturer names, trade names, brand names, information and/or catalog numbers listed in a specification and/or requirement are for informational purposes only and are not intended to limit competition. The bidder may offer any brand which meets or exceeds the specification for any item, but must state the manufacturer's name and model number for any such brands in the bid. In addition, the bidder shall explain, in detail, (1) the reasons why the proposed equivalent meets or exceeds the specifications and/or requirements and (2) why the proposed equivalent should not be considered an exception thereto. Bids which do not comply with the requirements and specifications are subject to rejection without clarification.
- d. Bids lacking any indication of intent to bid an alternate brand or to take an exception shall be received and considered in complete compliance with the specifications and requirements as listed in the IFB.
- e. In the event that the bidder is an agency of state government or other such political subdivision which is prohibited by law or court decision from complying with certain provisions of an IFB, such a bidder may submit a bid which contains a list of statutory limitations and identification of those prohibitive clauses which will be modified via a clarification conference between the DESE and the bidder, if such bidder is selected for contract award. The clarification conference will be conducted in order to agree to language that reflects the intent and compliance of such law and/or court order and the IFB. Any such bidder needs to include in the bid, a complete list of statutory references and citations for each provision of the IFB which is affected by this paragraph.
- f. All equipment and supplies offered in a bid must be new, of current production, and available for marketing by the manufacturer unless the IFB clearly specifies that used, reconditioned, or remanufactured equipment and supplies may be offered.
- g. Prices shall include all packing, handling and shipping charges FOB destination, freight prepaid and allowed unless otherwise specified in the IFB.
- h. Prices bid shall remain valid for 90 days from bid opening unless otherwise indicated. If the bid is accepted, prices shall be firm for the specified contract period.

#### **5. SUBMISSION OF BIDS**

- a. Bids may not be submitted electronically as indicated in the IFB. Delivered bids must be sealed in an envelope or container, and received in the DESE office located at 205 Jefferson Street in Jefferson City, MO no later than the exact opening time and date specified in the IFB. All bids must (1) be submitted by a duly authorized representative of the bidder's organization, (2) contain all information required by the IFB, and (3) be priced as required. Hard copy bids may be mailed to the DESE address shown on first page. However, it shall be the responsibility of the bidder to ensure their bid is in the DESE office (address shown on front page) no later than the exact opening time and date specified in the IFB.
- b. The sealed envelope or container containing a bid should be clearly marked on the outside with (1) the official IFB number and (2) the official opening date and time. Different bids should not be placed in the same envelope, although copies of the same bid may be placed in the same envelope.
- c. A bid which has been delivered to the DESE office, may be modified by signed, written notice which has been received by the DESE prior to the official opening date and time specified. A bid may also be modified in person by the bidder or its authorized representative, provided proper identification is presented before the official opening date and time. Telephone or telegraphic requests to modify a bid shall not be honored.
- d. A bid which has been delivered to the DESE office, may only be withdrawn by a signed, written notice or facsimile which has been received by the DESE prior to the official opening date and time specified. A bid may also be withdrawn in person by the bidder or its authorized representative, provided proper identification is presented before the official opening date and time. Telephone or telegraphic requests to withdraw a bid shall not be honored.
- e. Bidders delivering a hard copy bid to DESE must sign and return the IFB cover page or, if applicable, the cover page of the last amendment thereto in order to constitute acceptance by the bidder of all IFB terms and conditions. Failure to do so may result in rejection of the bid unless the bidder's full compliance with those documents is indicated elsewhere within the bidder's response.

#### **6. BID OPENING**

- a. Bid openings are public on the opening date and at the opening time specified on the IFB document. Prices shall be posted on the department's website after the official opening date and time. The DESE will not provide prices or other bid information via the telephone.
- b. Bids which are not received in the DESE office prior to the official opening date and time shall be considered late, regardless of the degree of lateness, and normally will not be opened. Late bids may only be opened under extraordinary circumstances in accordance with 1 CSR 40-1.050.

#### **7. PREFERENCES**

- a. In the evaluation of bids, preferences shall be applied in accordance with Chapter 34 RSMo. Contractors should apply the same preferences in selecting subcontractors.
- b. By virtue of statutory authority, a preference will be given to materials, products, supplies, provisions and all other articles produced, manufactured, made or grown within the State of Missouri. Such preference shall be given when quality is equal or better and delivered price is the same or less.
- c. In accordance with Executive Order 98-21, contractors are encouraged to utilize certified minority and women-owned businesses in selecting subcontractors.

#### **8. EVALUATION/AWARD**

- a. Any clerical error, apparent on its face, may be corrected by the buyer before contract award. Upon discovering an apparent clerical error, the buyer shall contact the bidder and request clarification of the intended bid. The correction shall be incorporated in the notice of award. Examples of apparent clerical errors are: 1) misplacement of a decimal point; and 2) obvious mistake in designation of unit.
- b. Any pricing information submitted by a bidder shall be subject to evaluation if deemed by the DESE to be in the best interest of the State of Missouri.

- c. The bidder is encouraged to propose price discounts for prompt payment or propose other price discounts that would benefit the State of Missouri. However, unless otherwise specified in the IFB, pricing shall be evaluated at the maximum potential financial liability to the State of Missouri.
- d. Awards shall be made to the bidder whose bid (1) complies with all mandatory specifications and requirements of the IFB and (2) is the lowest and best bid, considering price, responsibility of the bidder, and all other evaluation criteria specified in the IFB.
- e. In the event all bidders fail to meet the same mandatory requirement in an IFB, DESE reserves the right, at its sole discretion, to waive that requirement for all bidders and to proceed with the evaluation. In addition, the DESE reserves the right to waive any minor irregularity or technicality found in any individual bid.
- f. The DESE reserves the right to reject any and all bids.
- g. When evaluating a bid, the State of Missouri reserves the right to consider relevant information and fact, whether gained from a bid, from a bidder, from bidder's references, or from any other source.
- h. Any information submitted with the bid, regardless of the format or placement of such information, may be considered in making decisions related to the responsiveness and merit of a bid and the award of a contract.
- i. Any award of a contract shall be made by notification from the DESE to the successful bidder. The DESE reserves the right to make awards by item, group of items, or an all or none basis. The grouping of items awarded shall be determined by DESE based upon factors such as item similarity, location, administrative efficiency, or other considerations in the best interest of the State of Missouri.
- j. All bids and associated documentation which were submitted on or before the official opening date and time will be considered open records pursuant to Section 610.021 RSMo following the official opening of bids.
- k. The DESE posts all bid results on the website for a reasonable period after bid award and maintains images of all bid file material for review. Bidders who include an email address with their bid will be notified of the award results via email.
- l. The DESE reserves the right to request clarification of any portion of the bidder's response in order to verify the intent of the bidder. The bidder is cautioned, however, that its response may be subject to acceptance or rejection without further clarification.
- m. Any bid award protest must be received within ten (10) calendar days after the date of award in accordance with the requirements of 1 CSR 40-1.050 (10).
- n. The final determination of contract award(s) shall be made by DESE.

## **9. CONTRACT/PURCHASE ORDER**

- a. By submitting a bid, the bidder agrees to furnish any and all equipment, supplies and/or services specified in the IFB, at the prices quoted, pursuant to all requirements and specifications contained therein.
- b. A binding contract shall consist of: (1) the IFB and any amendments thereto, (2) the contractor's response (bid) to the IFB, (3) clarification of the bid, if any, and (4) DESE's acceptance of the response (bid) by "notice of award" or by "purchase order."
- c. A notice of award does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services. Before providing equipment, supplies and/or services, the contractor must receive a properly authorized purchase order.
- d. The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein. Any change, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representative of the contractor and the DESE or by a modified purchase order prior to the effective date of such modification. The contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification.

## **10. INVOICING AND PAYMENT**

- a. The State of Missouri does not pay state or federal taxes unless otherwise required under law or regulation.
- b. The statewide financial management system has been designed to capture certain receipt and payment information. Therefore, each invoice submitted must reference the purchase order number and must be itemized in accordance with items listed on the purchase order. Failure to comply with this requirement may delay processing of invoices for payment.
- c. The contractor shall not transfer any interest in the contract, whether by assignment or otherwise, without the prior written consent of the DESE.
- d. Payment for all equipment, supplies, and/or services required herein shall be made in arrears unless otherwise indicated in the IFB.
- e. The State of Missouri assumes no obligation for equipment, supplies, and/or services shipped or provided in excess of the quantity ordered. Any unauthorized quantity is subject to the state's rejection and shall be returned at the contractor's expense.
- f. All invoices for equipment, supplies, and/or services purchased by the State of Missouri shall be subject to late payment charges as provided in Section 34.055 RSMo.

## **11. DELIVERY**

Time is of the essence. Deliveries of equipment, supplies, and/or services must be made no later than the time stated in the contract or within a reasonable period of time, if a specific time is not stated.

## **12. INSPECTION AND ACCEPTANCE**

- a. No equipment, supplies, and/or services received by an agency of the state pursuant to a contract shall be deemed accepted until the agency has had reasonable opportunity to inspect said equipment, supplies, and/or services.
- b. All equipment, supplies, and/or services which do not comply with the specifications and/or requirements or which are otherwise unacceptable or defective may be rejected. In addition, all equipment, supplies, and/or services which are discovered to be defective or which do not conform to any warranty of the contractor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.
- c. The State of Missouri reserves the right to return any such rejected shipment at the contractor's expense for full credit or replacement and to specify a reasonable date by which replacements must be received.
- d. The State of Missouri's right to reject any unacceptable equipment, supplies, and/or services shall not exclude any other legal, equitable or contractual remedies the state may have.

### **13. WARRANTY**

- a. The contractor expressly warrants that all equipment, supplies, and/or services provided shall: (1) conform to each and every specification, drawing, sample or other description which was furnished to or adopted by the DESE, (2) be fit and sufficient for the purpose expressed in the IFB, (3) be merchantable, (4) be of good materials and workmanship, and (5) be free from defect.
- b. Such warranty shall survive delivery and shall not be deemed waived either by reason of the state's acceptance of or payment for said equipment, supplies, and/or services.

### **14. CONFLICT OF INTEREST**

- a. Officials and employees of the state agency, its governing body, or any other public officials of the State of Missouri must comply with Sections 105.452 and 105.454 RSMo regarding conflict of interest.
- b. The contractor hereby covenants that at the time of the submission of the bid the contractor has no other contractual relationships which would create any actual or perceived conflict of interest. The contractor further agrees that during the term of the contract neither the contractor nor any of its employees shall acquire any other contractual relationships which create such a conflict.

### **15. REMEDIES AND RIGHTS**

- a. No provision in the contract shall be construed, expressly or implied, as a waiver by the State of Missouri of any existing or future right and/or remedy available by law in the event of any claim by the State of Missouri of the contractor's default or breach of contract.
- b. The contractor agrees and understands that the contract shall constitute an assignment by the contractor to the State of Missouri of all rights, title and interest in and to all causes of action that the contractor may have under the antitrust laws of the United States or the State of Missouri for which causes of action have accrued or will accrue as the result of or in relation to the particular equipment, supplies, and/or services purchased or procured by the contractor in the fulfillment of the contract with the State of Missouri.

### **16. CANCELLATION OF CONTRACT**

- a. In the event of material breach of the contractual obligations by the contractor, the DESE may cancel the contract. At its sole discretion, the DESE may give the contractor an opportunity to cure the breach or to explain how the breach will be cured. The actual cure must be completed within no more than 10 working days from notification, or at a minimum the contractor must provide DESE within 10 working days from notification a written plan detailing how the contractor intends to cure the breach.
- b. If the contractor fails to cure the breach or if circumstances demand immediate action, the DESE will issue a notice of cancellation terminating the contract immediately.
- c. If the DESE cancels the contract for breach, the DESE reserves the right to obtain the equipment, supplies, and/or services to be provided pursuant to the contract from other sources and upon such terms and in such manner as the DESE deems appropriate and charge the contractor for any additional costs incurred thereby.
- d. The contractor understands and agrees that funds required to fund the contract must be appropriated by the General Assembly of the State of Missouri for each fiscal year included within the contract period. The contract shall not be binding upon the state for any period in which funds have not been appropriated, and the state shall not be liable for any costs associated with termination caused by lack of appropriations.

### **17. COMMUNICATIONS AND NOTICES**

Any notice to the contractor shall be deemed sufficient when deposited in the United States mail postage prepaid, transmitted by facsimile, transmitted by e-mail or hand-carried and presented to an authorized employee of the contractor.

### **18. BANKRUPTCY OR INSOLVENCY**

- a. Upon filing for any bankruptcy or insolvency proceeding by or against the contractor, whether voluntary or involuntary, or upon the appointment of a receiver, trustee, or assignee for the benefit of creditors, the contractor must notify the DESE immediately.
- b. Upon learning of any such actions, the DESE reserves the right, at its sole discretion, to either cancel the contract or affirm the contract and hold the contractor responsible for damages.

### **19. INVENTIONS, PATENTS AND COPYRIGHTS**

The contractor shall defend, protect, and hold harmless the State of Missouri, its officers, agents, and employees against all suits of law or in equity resulting from patent and copyright infringement concerning the contractor's performance or products produced under the terms of the contract.

### **20. NON-DISCRIMINATION AND AFFIRMATIVE ACTION**

In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall agree not to discriminate against recipients of services or employees or applicants for employment on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. If the contractor or subcontractor employs at least 50 persons, they shall have and maintain an affirmative action program which shall include:

- a. A written policy statement committing the organization to affirmative action and assigning management responsibilities and procedures for evaluation and dissemination;
- b. The identification of a person designated to handle affirmative action;
- c. The establishment of non-discriminatory selection standards, objective measures to analyze recruitment, an upward mobility system, a wage and salary structure, and standards applicable to layoff, recall, discharge, demotion, and discipline;
- d. The exclusion of discrimination from all collective bargaining agreements; and
- e. Performance of an internal audit of the reporting system to monitor execution and to provide for future planning.

If discrimination by a contractor is found to exist, the DESE shall take appropriate enforcement action which may include, but not necessarily be limited to, cancellation of the contract, suspension, or debarment by the DESE until corrective action by the contractor is made and ensured, and referral to the Attorney General's Office, whichever enforcement action may be deemed most appropriate.

## **21. AMERICANS WITH DISABILITIES ACT**

In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall comply with all applicable requirements and provisions of the Americans with Disabilities Act (ADA).

## **22. TITLES**

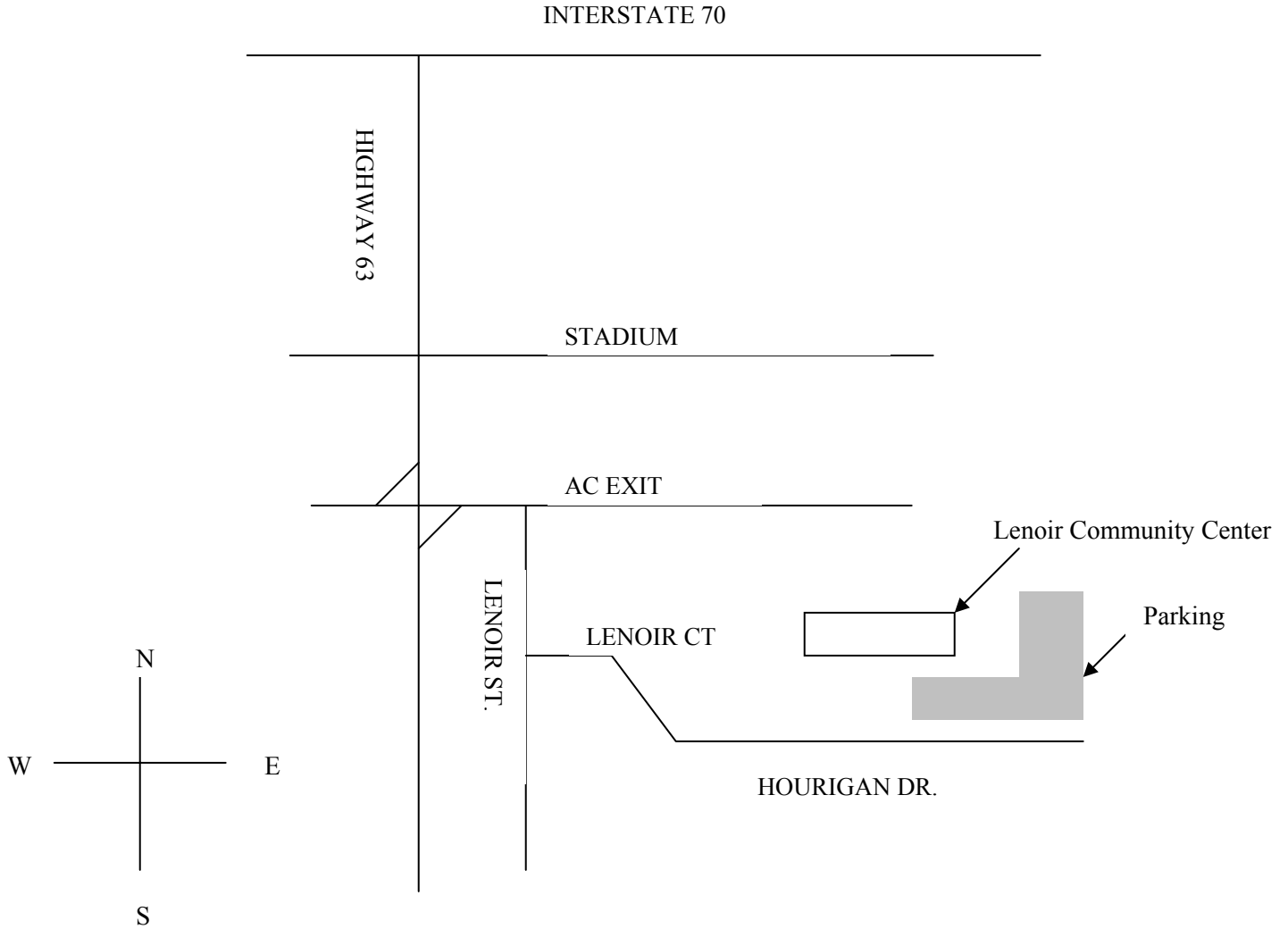
Titles of paragraphs used herein are for the purpose of facilitating reference only and shall not be construed to infer a contractual construction of language.

Revised 12/19/02

## ATTACHMENT A

### PRE-PROPOSAL CONFERENCE

#### DIRECTIONS TO LENOIR COMMUNITY CENTER



FROM THE INTERSECTION OF INTERSTATE 70 AND HIGHWAY 63, TURN SOUTH ON HIGHWAY 63 TO THE AC EXIT (APPROXIMATELY 3 MILES).

AFTER EXITING HIGHWAY 63, TURN LEFT (EAST) ACROSS HIGHWAY 63 ON NEW HAVEN ROAD.

THEN TURN RIGHT ONTO LENOIR STREET WHICH PARALLELS HIGHWAY 63.

TURN LEFT AT THE SECOND DRIVE FOLLOWING THE SIGNS TO THE COMMUNITY CENTER.

Early Childhood Education  
Programs in Missouri

ATTACHMENT B

\*CDA currently  
offered

CERTIFICATION  
LEVEL

GENERAL  
EDUCATION  
REQUIREMENTS

CORE  
KNOWLEDGE  
AREAS

CAREER  
OPTIONS

PARTICIPATING  
MISSOURI  
INSTITUTIONS

				MASTER'S Early Childhood Education Child Development
	CDA (Child Development Associate) National Credential 120 clock hours	POSTSECONDARY CERTIFICATE Childhood Care and Education and Child Development (Builds on CDA) 24-38 credit hours	2 YR ASSOCIATE DEGREE Childhood Care and Education and Child Development AA & AAS Degrees <i>(Builds on 1 or 2 yr certification program)59-68 credit hours</i>	BACCALAUREATE DEGREE Early Childhood Education Child Development
	Secondary High School Graduation Requirements	Required English Course Required Mathematics Course Required Social Science Course Required Science Course Required Communications/ Technology Course	Required English Course Required Mathematics Course Required Social Science Course Required Science Course Required Communications/Technology Course	Courses/Credits as designated by the postsecondary Institution
	Child Care Provider/ Assistant Program Competencies CDA Competencies	Principles of Early Childhood Child Growth & Development I Child Development Lab Management of Child Care Centers Parent/Teacher Interactions Child Nutrition & Health Cognitive Activities for Children Creative Activities for Children Infant/Toddler Development School Age Programs	Literature for Children Movement & Music for Children Child Care Practicum I Child & Society Child Care Practicum II Child Growth & Development II Parent/Teacher Interactions Introduction to Special Individuals	Courses/Credits as designated by the postsecondary institute for degrees in the area of Child Development and Family Life Careers
	Preschool Teacher Head Start Teacher Family Day Care Provider School Age Care Provider	Pre-School Teacher Public School Teacher Aide Head Start Teacher Family Day Care Provider School Age Care Provider	Preschool Teacher Child Care Center Director After School Care Provider Early Childhood Program Director Public School Teacher Aide Head Start Teacher Family Day Care Provider Resource and Referral Director	Child Care Center Director Children's Writer Kindergarten Teacher Elementary Teacher Children's Social Worker Pediatric Nurse Parent Educator Family Resource Specialist
	<b>POTENTIAL CDA TRAINING SITES</b> <u>AVTS and Career Centers</u> *Brookfield *Fort Osage *Chillicothe* *Hannibal *Raytown *Kirksville *Macon *Mexico *Monett *Clinton *Columbia *Maryville *Perryville *Special School District at St. Louis *Lebanon Tech. and Career Center *Manual Voc. Tech. Career Center *Sikeston Career and Tech. Center *State Fair <u>Community Colleges</u> <b>Metropolitan</b> *Moberly *Ozark Technical *St. Louis *Jefferson College *North Central *Three Rivers <u>Workshop on Wheels</u> Central MO State University Southwest Mo State University	Jefferson College *Metropolitan Community College Mineral Area College *Moberly Area Community College *North Central Community College Northwest Missouri State University Ozark Technical College St. Charles Community College *St. Louis Community College *Three Rivers Community College	Central Missouri State University Jefferson College Metropolitan Community College Mineral Area College *Moberly Area Community College *North Central Community College Ozark Technical College Southeast Missouri State University St. Charles Community College St. Louis Community College *Three Rivers Community College	Central Missouri State University Harris Stowe State College Lincoln University Missouri Southern State College Missouri Western State College Northwest Missouri State University Southeast Missouri State University Southwest Missouri State University Truman State University University of Missouri - Columbia University of Missouri - Kansas City University of Missouri - St. Louis

# ATTACHMENT D

## OVERVIEW OF PLAY MATERIALS FOR PRESCHOOL AND KINDERGARTEN CHILDREN – 3 THROUGH 5 YEARS

### Social and Fantasy Play Materials

#### Mirrors

full-length (upright), unbreakable mirror, firmly mounted or in nontippable stand  
hand mirrors (light, sturdy, unbreakable)

#### Dolls

washable rubber/vinyl baby dolls (with culturally relevant features and skin tones)  
accessories (culturally relevant) for care-taking – feeding, diapering, and sleeping  
smaller people figures for use with blocks and play scenes  
(from age 5)  
child-proportioned dolls (with features and skin tones representing different races)  
simple doll clothes (closed by Velcro, large hook and loop, or snap or buttons; culturally relevant)

#### Role-play materials

dress-up materials (more culturally relevant roles and more details)  
role-relevant props – cash register, doctor materials, office materials  
housekeeping equipment – stove, refrigerator, ironing board and iron, telephone, pots and pans, flatware, serving dishes, cleaning equipment  
doll equipment- bed, baby carriage, stroller, highchair

#### Puppets

small hand/arm/finger puppets (sized to fit children) that represent familiar and fantasy figures  
simple puppet theater (no scenery) – older children can construct one

#### Stuffed toys/play animals

rubber, wood, or vinyl animals (4-8 inches) – for pretend play with blocks and to provide replicas of real animals for learning  
domestic (farm), wild (zoo), and sea animals, reptiles, and dinosaurs

#### Play scenes

small people/animal figures  
supporting materials – vehicles, road signs, barn – for use with blocks or other materials to make familiar scenes (favorite scenes include house, farm, garage, airport, space, fort)

#### Transportation toys

cars and vehicles to use with unit blocks (3-4 inches, sturdy wood or plastic)  
larger vehicles, with simple working parts, to push and to use in fantasy play  
large wood trucks to ride on  
small trains with magnetic or hook connections and simple wood tracks (unit blocks can be used for tracks)

### Exploration and Mastery Play Materials

#### Sand/water play materials

tubs for sand/water play (perhaps individual tubs for water play)  
people, animals, vehicles for fantasy play in sand/water  
measures, funnels, strainers, tubes, sand/water mills  
large and small sand tools  
(from age 4)  
sand molds, water pump

#### Construction materials

wooden unit blocks (80-100 pieces per child playing), including specialized forms (arches, curves)  
large hollow blocks  
plastic bricks (2-4 inches; press-together type)  
(from age 4)  
most types of interlocking blocks except metal or smaller than ½ inch

#### Puzzles

fit-in or framed puzzles:  
age 3 – up to 20 pieces  
age 4 – 20 to 30 pieces  
age 5 – up to 50 pieces  
large, simple jigsaw puzzles (10-25 pieces)  
number and letter puzzles, puzzle clocks  
cardboard puzzles

#### Pattern-making materials

pegboards with smaller pegs  
color cubes  
magnetic boards with forms  
(from age 4)  
variety of shapes/colors/sizes of beads for patterned stringing  
mosaic blocks, felt boards  
(from age 5)  
smaller beads for stringing (1/2 inch by age 5)  
block printing materials

#### Dressing, lacing, stringing materials

cards, wooden shoe for lacing  
dressing frames and materials  
simple sewing cards  
(from age 5)  
beginning weaving materials

#### Specific skill-development materials

materials for matching, sorting, and ordering (by color, shape, size, texture, smell, taste, picture, number, letter, or other category concepts, such as “fruits” or “insects”)  
geometrical concept materials, including simple shape and fraction materials  
simple, concrete number materials (for counting and matching to numerals)  
measuring materials – balance scales, graded cups for liquid, etc.  
simple mechanical devices – gears, levers  
science materials – prism, magnifying glass, color paddles, stethoscope  
natural materials – rocks, shells, seeds – to sort  
plants and animals to care for  
printmaking materials – shapes, letters, numbers

#### Games

dominoes (color, picture)  
simple matching and lotto games (color, picture)  
bingo (color, picture)  
(from age 4)  
simple card games (such as Concentration-type memory games)  
games requiring simple fine motor coordination (picking up or balancing objects)  
first board games (based on chance, not strategy; with few rules; simple scoring)  
(from age 5)  
dominoes based on number  
bingo/lotto based on letter or number matching

#### Books

picture books, simple stories, rhymes (abundance of detail in illustrations)  
complex pop-up books  
(common age-3 interests)  
here-and-now stories  
animal stories  
alphabet picture books  
words and rhymes  
(common age-4 interests)  
wild stories, silly humor  
nonsense stories/rhymes  
information books  
(common age-5 interests)  
realistic stories  
animals that behave like people  
poetry  
simple early reading books

### Other

student chairs  
tables  
teacher desk and chair  
low shelves (3 feet)  
cubbies  
book display units (book front can be seen)  
loft  
file cabinet/storage cabinet  
cooking experience supplies (\$100 per month)  
cooking utensils  
rocking chairs  
area rugs  
tape or cd player  
parachute

Although the four categories provide a useful classification, play materials can typically be used in more than one way and could be listed under more than one of the categories.



## ATTACHMENT C (Continued)

OVERVIEW OF PLAY MATERIALS FOR PRESCHOOL AND KINDERGARTEN CHILDREN – 3 THROUGH 5 YEARS	
Music, Art, and Movement Play Materials	Gross Motor Play Materials
<p><b>Art and craft materials</b>  large nontoxic crayons (many colors)  large nontoxic markers (many colors)  adjustable easel  paintbrushes of various sizes  nontoxic paint and fingerpaint  large paper for drawing, painting, fingerpainting  chalkboard and large chalk  colored construction paper  easy-to-use, round-ended scissors  paste and glue  collage materials  clay/dough and tools  (from age 4)  workbench (hammer, saw, nails)  (from age 5)  smaller crayons/markers  watercolor paints  simple sewing forms with large, blunt needles</p> <p><b>Musical instruments</b>  all rhythm instruments, including castanets and xylophones  blowing instruments-horn harmonica, recorder(for one-child use only, for sanitary reasons)</p> <p><b>Audiovisual materials</b>  Live (typically piano) music is also appropriate where recorded music is recommended  recorded music for singing  recorded music for movement, including dancing and pretend character activities  recorded music to use with rhythm instruments (see “Musical instruments” above)  recorded music, songs, rhymes, and stories for listening  short, high-quality films and videos, such as those that show animals in their natural environment</p>	<p><b>Push and pull toys</b>  small wagons and wheelbarrows  push materials that look like adult equipment (vacuum cleaner, lawn mower, shopping cart)  (from age 5)  full-size wagons, scooters  sweepers that really work</p> <p><b>Balls and sports equipment</b>  balls of all shapes and sizes, especially 10-12 inch balls for kicking and throwing  (from age 4)  lightweight (hollow plastic) softball and large, lightweight bat (with constant supervision)  (from age 5)  jump rope  lightweight flying disk</p> <p><b>Ride-on equipment</b>  tricycles sized to child  3- and 4- wheeled pedal toys  vehicles with steering mechanism  full-size rocking/bouncing “horse”  ride-ons that several children can use together  (from age 4)  low-slung tricycles</p> <p><b>Outdoor and gym equipment</b>  soft surface under all gym equipment at all ages  stationary outdoor climbing equipment  swings with seats curved or body shaped and made of energy-absorbing materials (but children at this age do not pump legs, so they have to be pushed)  (from age 4)  slides with side rails and ladders  ropes, hanging bars, and rings on swings or climbing equipment  outdoor building materials</p> <p><i>Adapted from:  Bronson, M. (1995) <u>The Right Stuff for Children Birth to 8</u>. Copyright 1995 by the National Association for the Education of Young Children.</i></p>
<p>Although the four categories provide a useful classification, play materials can typically be used in more than one way and could be listed under more than one of the categories.</p>	

